



Parks & Recreation Board MEETING NOTES DRAFT

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| MEETING TITLE | Sherwood Parks & Recreation Board |
| DATE & TIME | 6.06.16 7:00 PM |
| LOCATION | Sherwood City Hall—Community Room |
| FACILITATOR | Kristen Switzer |
| NOTES TAKEN BY | Kelsey Beilstein |

ATTENDEES

| Parks & Recreation Board | Council Liaison |
|----------------------------|---|
| X David Scheirman, Chair | X Jennifer Kuiper, City Councilor |
| - Mary Reid | |
| - Eric Evans | |
| X Marney Jett | X Kristen Switzer, Community Services Director |
| X David Sorensen | X Kelsey Beilstein, Administrative Assistant II |
| X John Clifford | |
| X Brian Amer | |
| X Eric Kneifel, Vice Chair | |
| VACANT | |

MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
 - The meeting was officially called to order at 7:00 pm.
2. Adjustments to the Agenda (Scheirman)
 - None
3. Citizen Comment (Scheirman)
 - None
4. Approval of Minutes (Scheirman)
 - ***Kneifel motioned to approve the May 2016 minutes with the correction of Jett's absence. Seconded by Clifford. All in favor; motion passed.***
5. Cedar Creek Trail Project Update (Miller)

Miller and Dave Simmons from CH2M presented a Power Point presentation (see Exhibit A)

 - It was asked if the changes will require more work. Miller explained that it will require less retaining wall work.
 - It was asked if the sidewalk will still be wide enough for 2 people. Simmons stated that it will be slightly narrow for 2 people.

- It was asked if, when property is developed along the trail, if aprons and caution signage will be put in. Miller stated that aprons will be, but signage needs will have to be evaluated when development happens.
- It was asked if the existing path, that the property owner suggested, was put in by the developer. Simmons confirmed that it was, but it does not meet ADA requirements.
- It was asked if the path will only be along the front of houses on Trailblazer. Miller confirms that it will be.
- It was asked if there is a partnership opportunity with Clean Water Services to clean up invasives. Simmons answered, absolutely.
- It was asked if the wetlands are jurisdictional. It was confirmed that it is.

6. Woodhaven Park- Phase II Update (Switzer)

- Switzer explained that the project bids are coming in over budget and asked the board for direction on what they would like to see cut in order to keep the project within budget. As long as the board can give direction, staff can put the final proposed plan together and present it to Council at the end of June for approval.
- After discussion the board would like to see staff look at cutting the butterfly garden, park benches and changing the path surface to a gravel or wood chips. If staff can get the project within budget with those items, they have approval to move forward to get City Council approval.

7. Reports

- Parks Maintenance Update (Switzer for Sheldon)
 - Switzer presented a Power Point Tree Removal Request for Sheldon (see Exhibit B)
 - It was asked if there can be communication with the community regarding why the trees are being removed. Switzer explained that removals are always posted on the City's website, but staff can make a post at the site of larger trees.
 - It was stated that the board would like to see the tree in Woodhaven Park replaced with a mature tree if it is within budget.
 - ***Jett motioned to approve the Tree Removal Request. Seconded by Sorensen. All in favor; motion passed.***
- Recreation Monthly Report (Switzer for Gilgan)
 - **Fields and Gyms (May)**
 - Youth soccer held classic tryouts in May and are practicing anywhere there is an open field.
 - Youth baseball held 48 tee-ball games at LRMS, 48 minor games at Archer Glen and Middleton, and 75 games for the older kids at various fields in town. For a total of 176 baseball games in town during the month of May.
 - Youth softball held 22 games during the month at mostly the high school. The tournament that they had scheduled for May 7th and 8th was rained out.

- Youth Lacrosse held 27 games at Snyder Park, the high school and SMS during the month.
 - The greater Portland Soccer District rented Snyder Park 14 hours for some of their adult games during the month of May.
 - May had basketball and volleyball in the gyms.
- **Field House (May)**
 - Running three adult leagues.
 - Women's open play on Tuesdays had no participants. The night will change to Tuesday in hopes of getting more participants.
 - We have ordered and received our new 48 cubic foot cooler for soda and water sales.
 - It was asked if staff can present the board with expenses for the Field House; along with revenue. Switzer explained that staff can present that to the board, but it would require a longer lead time. It was suggested that the board receive a full report at the end of the fiscal year with revenue and expenses.
 - It was asked how many hours the Field House is not in use. Switzer explained that the Field House is not used during the day except for Preschool Playtime. Support staff works a later shift in order to accommodate busy hours.

| Sherwood Field House Monthly Report May 2016 | | | | | |
|--|----------------------|-----------------------|---------------------|-----------------------|-----------------------|
| | | | | | |
| <u>May-16</u> | <u>May-16</u> | <u>-</u> | <u>YTD</u> | | <u>May-15</u> |
| <u>-</u> | | | | | |
| <u>Usage</u> | | People | | People | People |
| | <u>Count</u> | <u>Served*</u> | <u>Count</u> | <u>Served*</u> | <u>Served*</u> |
| Leagues | 3 | 360 | 23 | 4707 | 392 |
| Rentals | 83 | 1245 | 807 | 12075 | 525 |
| Other (Classes) | | | | | |
| [1] Day Use | 5 | 48 | 101 | 1125 | 99 |
| Total Usage | | 1653 | | 17907 | 1016 |
| | | | | | |
| | | | | | |
| <u>Income FY 15 16</u> | <u>May-16</u> | <u>YTD</u> | | | |
| Rentals | \$5,698 | \$56,342 | | | |
| League fees (indoor) | \$3,399 | \$72,089 | - | - | |
| Card fees (indoor) | \$437 | \$3,503 | | | |
| Day Use | \$122 | \$3,188 | | | |
| Advertising | | | | | |
| Snacks | \$386 | \$5,348 | | | |
| Classes | | | | | |
| Total | \$10,042 | \$140,470 | | | |
| | | | | | |
| <u>FY 14 15</u> | <u>-</u> | <u>-</u> | | | |
| <u>Income</u> | <u>May-15</u> | <u>YTD</u> | | | |
| Rentals | \$2,500 | \$51,809 | | | |
| League fees (indoor) | \$4,920 | \$72,734 | | | |
| Card fees (indoor) | \$120 | \$3,510 | | | |
| Day Use | \$238 | \$2,015 | | | |
| Advertising | | | | | |
| Snacks | \$225 | \$5,356 | | | |
| Classes | | | | | |
| Total | \$8,003 | \$135,424 | | | |

*Estimated number of people served.

8. Vacancies and Appointments (Switzer)

- Switzer announced that 4 appointments will be going in front of Council in June. With the new members, the Parks Board will be full.

9. Election of new Chair (Sheirman)

- ***Jett motioned to appoint Kneifel as Chair and Clifford as Vice Chair. Seconded by Sorensen. All in favor; motion passed.***

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10. Council Update (Kuiper)

- Kuiper reported the following:
 - The City is entering a float into the Rose Festival parade representing the Robin Hood Festival.
 - The Noise Ordinance is being tweaked during a work session.
 - The Budget Committee has approved the FY 16-17 purposed budget and Council will be discussing it at their next meeting.
 - The City will be participating in the Cascadia Earthquake Drill tomorrow.
- It was asked if there is a possibility of the City taking over the new Dog Park. Kuiper stated that the City will not be taking it over, that it is the developers.

11. Other

- Clifford stated that he recently attended Portland Parkpalooza seminar, at which they talked about objectives and ideas for culture coming back into parks.
- Kuiper mentioned that she was recently in Eugene and saw temporary mini parks that they had placed in parking spaces. It is something she would like to see during Sherwood festivals in the future.

12. Next meeting/adjourn

- Next meeting will be held on July 11, 2016.

13. Adjourned at 8:22 pm